

JOB TITLE: Business Outreach Workforce Development Specialist– Level 1

LOCATION: Pima County One Stop Career Center (ARIZONA@WORK)

RESPONSIBLE TO: SER-Jobs for Progress, Inc. (Administratively) and assigned to a designated Pima County One-Stop Office Manager (Operationally).

HOURS: 8:00 a.m. – 5:00 p.m. (Mon-Fri)

HOURLY WAGE: \$18.50/hour, 40 hours per week, plus Benefits

SUMMARY: Business Outreach Workforce Development Specialists will participate in County-led internal and external activities to market the One-Stop System to the general public and public/private sector employers seeking employment related services.

DUTIES/RESPONSIBILITIES: Work assignments may vary depending on the department's needs and will be communicated to the Contracted staff by the Pima County or SER supervisor.

Outreach:

- Coordinate client referrals with applicable agencies and schools;
- Perform other duties as may be assigned by the SER Director/Designated Pima County One-Stop Office Manager.
- Work with community employers to promote and develop job opportunities for One-Stop System customers in Pima County;
- Act as a representative for the One-Stop System programs to community agencies, and business associations and economic development organizations such as the Chamber of Commerce; Proactive networking with businesses and community organizations.
- Stand in for the One-Stop System, through speaking engagements and individual meetings, before groups, including employers and community agencies;
- Assist in various One-Stop System program activities to include business retentions, entrepreneurial startups, business expansions, and new business recruitment.
- Follow-up with employers and verify job opening status and the employment of One-Stop System customer referrals;
- Work with client/business organizations to develop and plan short- and long-term layoff activities;
- Coordinate pre-layoff activities for employers and their employees.

Knowledge of:

- Community, business and economic development resources;
- Qualifications generally associated with a wide variety of jobs found in the community;
- Local, state and national labor markets and trends;
- Rules, regulations, procedures and practices of the Workforce Innovation and Opportunity Act (WIOA), Americans with Disability Act (ADA), youth employment laws, Fair Labor Standards Act (FLSA) and other county contracting rules, regulations and standards;

- Needs of adults/dislocated workers and youth;
- Programs offered by local educational and training institutions;

Knowledge and Skill:

- Principles and techniques of resume writing, job search and interviewing techniques;
- Proficiency in effective verbal and written communications;
- Temperament to establish and maintain good working relationships with others;
- Ability to analyze situations and use sound judgment to make decisions, draw conclusions and determine appropriate course of action;
- Facility to assist the One-Stop System and employers with mass recruitment efforts.
- Proficient in Microsoft Office (Word, Excel, etc.)

MINIMUM QUALIFICATIONS:

(1) A Bachelor's degree or two years of experience in employment and training services.

OR:

(2) two years of experience working in a business environment with knowledge of business operations

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial or promotional probation. Failure to obtain/maintain the required licensure shall be grounds of termination.

Special Notice Items: Some positions may require bi-lingual in English and a second language as determined by the appointing authority. Some positions may require the (reimbursed) use of personal vehicles to travel between work-sites in the performance of assigned duties.

Physical/Sensory Requirements: Required physical/sensory requirements will be determined by position.

Travel: Must have reliable transportation and able to travel between worksite, employers, networking events and community organizations.

Prior to hiring, applicant will be subject to a background check which includes criminal history and fingerprint verification.

How to apply: email a resume no later than 5:00 p.m. December 5, 2022.

Please indicate what position you are applying for on the email subject line.

To: Erik Dorame – serjobs85713@yahoo.com